

**HOUSING AUTHORITY OF MERRILL WISCONSIN
SECTION 8 HOUSING
PARK PLACE & JENNY TOWERS
BOARD OF COMMISSIONERS
MEETING MINUTES**

Regular Meeting @ 2:30pm

November 30, 2022

Main Office 701 E 1st Street

1. Call to Order: Chair Nancy Kwiesielewicz called the meeting to order at 2:32pm.
2. Roll Call: Chair Nancy Kwiesielewicz, Vice Chair Jeremy Cordova, Jeff Schneider, Nicole Johnson, Executive Director Lynn Ross, Park Place Tenant Advisor Randy Ellis, Jenny Tower Tenant Advisor Jan Frederickson, Recording Secretary Jamie Schmeltzer
3. Absent: Commissioner Polzin, Assistant Director Winningham & Ex-Officio Dick Lupton
4. Public Comment: None
5. Tenant Advisor Updates:
 - a. Park Place & Westgate LLC – Randy reported that a tenant purchased meals for Thanksgiving. Tenants have started the holiday decorating of the interior common areas and apartment doors in hallways. The food program was previously cancelled on Mondays but the volunteers are considering starting the program back up.
 - b. Jenny Tower – Jan reported that the Enrichment Center/Our Saviors Church provided Thanksgiving dinner for tenants. The weekly exercise group is having a Christmas Party on Monday, December 5th, and a tenant is organizing a potluck Christmas Party on December 11th for all tenants.
6. Approval of Meeting Minutes: Motion to approve October minutes (Schneider/Kwiesielewicz). 4 Ayes/0 Nays motion carried.
7. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve October (Cordova/Johnson). 4 Ayes/0 Nays motion carried.
8. Old/Unfinished Business: None
9. New Business:
 - a. Allowance for Doubtful Accounts
 - Resolution 468 Jenny Towers
 - Resolution 469 Park Place
 - b. 2023 Employee Handbook revisions (Approval Pending)
10. Assistant Director Update: None

11. Executive Director Update:
 - a. Occupancy Update:
 - 96% Occupancy for Park Place & Westgate LLC
 - 97% Occupancy for Jenny Towers
 - b. Carpet & Furniture Cleaning – Contracted Northern Deep Clean LLC to professionally shampoo the carpets and furniture at Park Place, Stonebridge & Jenny Towers the week of December 12, 2022.
 - c. Annual Tenant Fire Safety Training – Meeting dates are Wednesday, December 7th at 1:30pm and 2:00pm for Park Place and Stonebridge. Thursday December 15th at 1:30pm at Jenny Towers.
 - d. Discussion of date for December Board Lunch Meeting and it was decided that the best date and time would be on Monday, December 19, 2022 with a luncheon starting at 11:45am.
- 12 Closed Session Meeting: Motion to move to closed session at 3:30pm (Schneider/Cordova)
- 13 Open Session: Motion to move to open session at 3:53pm (Johnson/Schneider)
- 14 Next Monthly Meeting: Monday December 19, 2022, 11:00am (701 E 1st St Main Office)
- 15 Adjournment: Meeting adjourned at 3:55 pm (Schneider/Cordova). Roll call 4 Ayes/0 Nays.